

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

EXTRAORDINARY

GOVERNMENT OF GOA, DAMAN AND DIU

Urban Development Department

Notification

3-44-73-LSG(GEN)

In exercise of the powers conferred by Section 73(2) (b) of the Goa, Daman and Diu Municipalities Act, 1968 and all other powers enabling me in this behalf, I, Shri S. R. Arya, the Director of Municipal Administration, make the following rules regulating the Recruitment to the Class III and Class IV posts in the Municipal Councils of this Union Territory of Goa, Daman and Diu.

1. **Short title.** — These rules may be called Goa, Daman and Diu Municipalities Class III and Class IV (Ministerial and Non-ministerial non-Gazetted) posts Recruitment Rules, 1975.

2. **Application.** — These rules shall apply to the posts specified in Column 1 of the Schedule to these rules.

3. **Classification and scale of pay.** — The classification of the posts and the scales of pay attached thereto shall be as specified in columns 3 and 4 of the said schedule.

4. **Method of recruitment, age limit and other qualifications.** — The method of recruitment of the said posts, age limit, qualifications and other matters

connected therewith shall be as specified in columns 5 to 13 of the aforesaid Schedule, provided that: —

- (a) The maximum age limit specified in the Schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and other Special categories (to the extent it is being done for candidates belonging to these communities for recruitment to posts under the Government of Goa, Daman and Diu) and
- (b) no male candidate, who has more than one wife living and no female candidate, who has married a person having already a wife living, shall be eligible for appointment unless the Government after having been satisfied that there are special grounds for doing so, exempts any such candidate from the operation of this rule.

5. These rules will come into effect from the date of the Notification and will relate to appointments to the various posts made on or after this date. The appointments made prior to this date in exercise of the powers vested in the President, the Standing Committee and the Municipal Council, as the case may be, under Section 73(4) (b) of the Goa, Daman and Diu Municipalities Act, 1968 or any other powers in this behalf, shall be regularised in accordance with these Recruitment Rules.

S. R. Arya

Director of Municipal Administration

Panaji, 29th October, 1975.

SCHEDULE

Name of post	No. of posts	Classification	Scale of Pay	Whether Selection Post or non-Selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation/transfer, and percentage of the vacancies to be filled by various methods	In case of recruitment, by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which U. P. S. C. is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
1. Head Clerk	—	Class III Non-Gazetted Ministerial	Rs. 425-15-500-EB-15-560-20-700	Selection	N. A.	N. A.	N. A.	Two Years	Promotion.	Promotion. U.D.C./Jr. Steno with at least three years standing in the grade.	—	—
2. U.D. C.	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	— do —	— do —	— do —	— do —	— do —	— do —	Promotion. L.D.C. having at least 3 years standing in the grade.	—	—
3. L. D. C.	—	— do —	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Non-Selection	18 to 24 years	S.S.C.E. or equivalent. 2. Speed of 30 w.p.m. in typewriting in English.	Age: No Qls.: Yes	— do —	Promotion 12½% Direct recruitment 87½%	Promotion from all class IV employees based on common seniority.	—	—
4. Jr. Stenographer	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	N. A.	18 to 25 years	Matriculation or equivalent. 2. Shorthand with 100 w.p.m. 3. Typewriting with 35 w.p.m.	— do —	— do —	Promotion falling which by direct recruitment.	Promotion L.D.Cs with 3 years service in the grade.	—	—
5. Attendant	—	Class III Non-Gazetted Non-Ministerial	Rs. 260-6-326-EB-8-350	Non-Selection	N. A.	N. A.	N. A.	— do —	Promotion.	Promotion from peons having 5 years service in the grade.	—	—
6. Peon	—	Class IV	Rs. 196-3-220-EB-3-232	N. A.	18-30	Middle Class or VIIth Class pass or equivalent. Knowledge of Konkani and Marathi.	Age: No Qls.: Yes	— do —	Promotion failing which by direct recruitment.	Promotion from — combined seniority of sweepers, Bangis, Mal-lee, watchmen, labour-worker, cleaner and similar other Class IV posts.	—	—
7. Sweeper Bhangi Mali (Garden worker) Watchman Labourer/Worker/Cleaner and similar other Class IV posts.	—	Class IV Non-Gazetted Non-Ministerial	Rs. 196-3-220-EB-3-232	— do —	— do —	N. A.	N. A.	N. A.	Direct recruitment.	N. A.	N. A.	—
8. Trimmer	—	— do —	Rs. 200-3-206-4-234-EB-4-250	Non-Selection	N. A.	— do —	— do —	— do —	Promotion.	Promotion from mall based on seniority.	—	—

9. Muca-gam	—	—do—	—do—	—do—	—do—	—do—	—do—	—do—	50% by promotion 50% by transfer.	Transfer from road workers & trimmers based on combined seniority. Promotion from combined seniority of sweeper, Bhangi, Mali, Watchman, labour worker, cleaner and similar other class IV posts, having 5 yrs. of service.	—	—
10. Road Worker	—	—do—	—do—	—do—	—do—	—do—	—do—	—do—	Promotion.	Promotion from combined seniority of sweeper bhangui, mali, watchmen, cleaner, and similar other class IV posts.	—	—
11. Gardener	—	—do—	Rs. 210-4-250-EB-5-270	—do—	—do—	—do—	—do—	—do—	—do—	Promotion from Mali based on seniority.	—	—
12. Supervisor	—	—do—	Rs. 210-4-226-EB-4-250-EB-5-290	—do—	21-30	IX Std.	Age: No Qls.: Yes	One Year	50% by promotion of literate Muca-dam 50% by direct recruitment.	Promotion from muca-dam based on seniority.	—	—
13. Tax-Collector/ Bill Collector	—	—do—	—do—	—do—	—do—	—do—	—do—	Two Years	25% by promotion 75% by direct recruitment.	Promotion from peons with 3 years service in the grade.	—	—
14. Asstt. Mason	—	—do—	—do—	N. A.	18-30	Professional experience of 3 years.	N. A.	—do—	Direct recruitment.	—	—	—
15. Mason	—	Class III Non-Gazetted Non-Ministerial	Rs. 260-6-326-EB-8-350	Selection	N. A.	N. A.	—do—	—do—	Promotion.	Assistant Mason with 5 years service in the Grade.	—	—
16. Plumber	—	—do—	—do—	N. A.	—do—	Certificate course of plumber cum fitter from any recognised institution.	N. A.	—do—	Promotion.	Pipe fitter with 3 years service in the grade.	—	—
17. Pipe fitter	—	Class IV Non-Gazetted Non-Ministerial	Rs. 210-4-226-EB-4-250-EB-5-290	—do—	18-30	Practical experience in this trade for 3 years.	Age: No Qls.: Yes	—do—	Promotion.	Promotion from Class IV qualified Sweeper, Bhangi, Mali, Worker, Cleaner, or road worker or trimmers and similar other Class IV posts based on combined seniority failing which direct recruitment.	—	—
18. Driver	—	Class III Non-Gazetted Non-Ministerial	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	Non-Selection	25-35	Essential: Driving licence of heavy vehicles issued by competent authority with 2 yrs. accident free experience in the line.	—do—	—do—	By promotion failing which direct recruitment.	Promotion from Class IV employees.	—	—

1	2	3	4	5	6	7	8	9	10	11	12	13
19. Carpenter	—	Class III Non-Gazetted Non-Ministerial	Rs. 260-6-326-EB-8-350	N. A.	18-30	Good working experience of the trade.	N. A.	Two years	Direct recruitment.	N. A.	—	—
20. Painter	—	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	—	—
21. Translator-cum-Archivist	—	— do —	Rs. 425-15-500-EB-15-560-20-700	Selection	N. A.	N. A.	— do —	— do —	Promotion.	Promotion from U.D.Cs with 3 years service in the grade.	—	—
22. Draftsman	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	— do —	18-30	1. Matriculation or equivalent, 2. Diploma in Draftsman course. 3. One year experience as draftsman.	— do —	— do —	Direct recruitment.	N. A.	—	—
23. Electrician	—	— do —	Rs. 330-8-370-10-400-EB-10-480	— do —	— do —	1) Licence holder of electrical wiring. 2) 2 years practical experience as electrician.	— do —	— do —	— do —	— do —	—	—
24. Street Light Supervisor	—	— do —	Rs. 260-6-326-EB-8-350	Non-Selection	21 to 30	I.T.I. Wireman's Exam Certificate with 3 years experience or equivalent.	— do —	— do —	— do —	— do —	—	—
25. Site Supervisor	—	— do —	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	— do —	N. A.	N. A.	— do —	— do —	Promotion.	Promotion from Sr. Supervisors having minimum 3 yrs. service in the grade.	—	—
26. Asstt. Municipal Inspector	—	— do —	— do —	— do —	— do —	1) Matriculation or equivalent qualification. 2) Should know to read and write Marathi & Konkani.	— do —	— do —	75% promotion 25% direct rectt.	Sr. Supervisors, Street light Supervisors, Attendants with 5 yrs. experience in the grade failing which by direct recruitment.	—	—
27. Assistant Mechanic	—	— do —	Rs. 260-6-326-EB-8-350	N. A.	18-25	I.T.I. Certificate or with 3 years practical experience in the trade in a standard workshop.	— do —	— do —	Direct recruitment.	N. A.	—	—
28. Mechanic	—	— do —	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400	— do —	— do —	I.T.I. Certificate in mechanic or 5 years practical experience in the trade in the Standard Workshop.	— do —	— do —	Promotion failing which by direct recruitment.	Promotion Asstt. Mechanic with 5 years experience in the Grade.	—	—
29. Store Keeper	—	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	— do —	Intermediate in Science subjects or equivalent. Experience in handling stores.	Age: No Qls.: Yes	— do —	— do —	Promotion L.D.Cs of the Department with 3 years experience.	—	—

30. Sr. Supervisor	— do —	Rs. 280-6-326-EB-8-350	Non-Selection	N. A.	N. A.	N. A.	— do —	Promotion.	Promotion from combined seniority of tax collectors & supervisors.	—	—
31. Accounts/Taxation Officer	— do —	Rs. 550-25-750-EB-30-900	Selection	— do —	— do —	— do —	— do —	Promotion failing which by transfer on deputation.	Promotion Accountants, with 5 years experience in the grade. Transfer on deputation: Assistants Accounts Officer from the Directorate of Accounts. Period of Deputation 3 years.	—	—
32. Accountant	— do —	Rs. 425-15-560-EB-20-640	— do —	21-30	B.A. with Economics or B. Com with Advanced Accountancy as a subject. Experience in Accounts and/or Audit for a period of 3 years.	Age: No Qls.: Yes	— do —	— do —	Promotion: U.D.Cs/Accounts Clerks/Treasurers/Cashiers of the Departments with at least 3 years experience or Deputation of a suitable official holding analogous post in the Directorate of Accounts.	—	—
33. Accounts Clerk/Treasurer/Cashier	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	— do —	N. A.	N. A.	N. A.	— do —	Promotion.	Promotion: L.D.Cs having at least 3 years experience in Cash Accounts Section of the Municipality.	—	—
34. Librarian	— do —	Rs. 425-15-500-EB-15-560-20-700	N. A.	21-30	Graduate of recognised University. Diploma in Library Science from a recognised Institution.	— do —	— do —	Direct recruitment.	—	—	—
35. Market/Municipal Inspector	— do —	Rs. 330-10-380-EB-12-500-EB-15-560	Selection	— do —	Intermediate/Sr. Cambridge or any equivalent qualification.	Age: No Qls.: Yes	— do —	Promotion failing which by direct recruitment.	Promotion Sr. Supervisors with 5 years standing in the grade.	—	—